

Administrative Permit: Open Space Encroachment			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,075
ENVIRONMENTAL			\$3,610 or \$1,415 (see Note #7)
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$500	
INITIAL DEPOSIT & FEE TOTAL \$3,490 (see Note #7) or \$5,685			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [346S Supplemental Application](#)
- [366 Environmental Review Update Application](#)
- [511 Notice of Proposed Administrative Permit](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [LUEG:SW Storm Water Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies.**
 - If in Alpine CPG area: **Eight (8) hard copies.**
 - If in the (USDRI) River Way Specific Plan area: **Ten (10) hard copies.**
- Public Notice Package (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [346S Supplemental Application](#): **One (1) hard copy.**
- [366 Environmental Review Update Application](#): **One (1) hard copy.**
- [511 Notice of Proposed Administrative Permit](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

<u>090</u>	<u>Typical Plot Plan</u>
<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>374</u>	<u>Resource Protection Study</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy I-100: Minor Encroachment into an Open Space Easement</u>

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Be sure to use previous environmental log number with letter extension.
6. Resource Protection Study (May be waived by Planner if exempt from CEQA).
7. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.
8. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property and a minimum of 20 different owners.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.